

## SECTION 6 FORMAT REQUIREMENTS

### 6-1. Format Requirements.

Participants NOT utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS) must adhere to the following format requirements in lieu of those set out in the HTOS (DTOS Section 3-6.D(2)(I)). The following record format requirements must be met for the ITMS to accept Participant's rates and charges. Submissions received from Participants or Rate Filing Service Providers not conforming to record requirements will not be accepted by the ITMS and the Participant will be notified as set in out in [RFO Section 1-1.6](#).

### 6-2. Header Records.

#### 6-2.1. Header Record.

Record Field	Maximum Positions	Contents
Record ID	2	H1
SCAC	4	4 Digit Standard Carrier Alpha Code
Separator	1	\ [backslash]
Participant Name	45	
Separator	1	\ [backslash]
Filing Period	1	Enter "I" (Initial Filing)
Separator	1	\ [backslash]
Effective Date--YYYYMMDD	8	<b>Initial Filing:</b> must be <b>20001101</b> <b>Late Filings, New Filings, Supplemental Filings:</b> <b>Reserved</b>
Separator	1	\ [backslash]
Taxpayer Identification Number	9	TIN assigned by the IRS to the Participant.

#### 6-2.2. Address Record.

##### 6-2.2.1. Participant's Authorized Official.

Record Field	Maximum Positions	Contents
Record ID	2	H2
Participant's Government Representative	45	Name of Participant's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

##### 6-2.2.2. Participant's Authorized Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	H3
Participant's Government Representative Title	45	Title of the Participant's authorized official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

**6-2.2.3. Participant's Street Address.**

Record Field	Maximum Positions	Contents
Record ID	2	H4
Participant's Mailing Address	45	Participant's official mailing street address. If the street address is longer than the allotted positions, you must abbreviate.

**6-2.2.4. Participant's City/State/Zip Code.**

Record Field	Maximum Positions	Contents
Record ID	2	H5
Participant's Mailing Address - City	45	City of Participant's mailing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Participant's Mailing Address - State	2	State of Participant's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Participant's Mailing Address- Zip Code	10	Zip Code of Participant's mailing address. Use either US Postal Service five or 10 position Zip code.

**6-2.2.5. Participant's Telephone Number/Facsimile Number.**

Record Field	Maximum Positions	Contents
Record ID	2	H6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Participant's authorized government official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Participant's authorized government official.

**6-2.2.6. Participant's Internet Address.**

Record Field	Maximum Positions	Contents
Record ID	2	H7
Internet Address	45	Internet address of Participant's authorized government official.

**6-2.3. Example.**

H1ABCD\YOUNG MOVING AND STORAGE\20001101\13-214567

H2JOHN DOE

H3PRESIDENT

H41500 BANNISTER RD RM 1076

H5KANSAS CITY/MO/64131

H6816-823-3646\816-823-3656

H7CYOUNG@GSA.GOV

Note: Zero fills or spaces are not required; if an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

### 6-3. Rate Record

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter "01" for <b>GDTS</b> , General Domestic Transportation Services; Enter "02" for <b>ADTS</b> , Agency Specific Domestic Transportation Services; Enter "03" for <b>GDMS</b> General Domestic Move Management Services; Enter "04" for <b>ADMS</b> Agency Specific Domestic Move Management Services; Enter "05" for <b>GITS</b> , General International Transportation Services; Enter "06" for <b>AITs</b> , Agency Specific International Transportation Services; Enter "07" for <b>GIMS</b> , General International Move Management Services; Enter "08" for <b>AIMS</b> , Agency Specific International Move Management Services; Enter "09" <i>RESERVED</i> . Enter "10" <i>RESERVED</i> . Enter "11" <i>RESERVED</i> . Enter "12" <i>RESERVED</i> .
Separator	1	3	Use a comma ( , )
Participant Tender Number <b>NOTE:</b> A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	Participant assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).
Separator	1	8	Use a comma ( , )
Agency ID	5	9-13	<b>Domestic:</b> For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN <a href="#">SECTION 5.1</a> . <b>International:</b> For Tender Identifier 05,07 – ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN <a href="#">SECTION 5.1</a> .
Separator	1	14	Use a comma ( , )
Origin	4	15-18	<b>Domestic:</b> <i>Interstate</i> -For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN <a href="#">SECTION 5.2.1</a> ; <i>Intrastate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN <a href="#">SECTION 5.2.2</a> (For intrastate Alaska, use SERVICE AREA CODE IN <a href="#">SECTION 5.2.1</a> ) <b>International:</b> For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN <a href="#">SECTION 5.2.2 and 5.3</a>
Separator	1	19	Use a comma ( , )
Destination	4	20-23	<b>Domestic:</b> <i>Interstate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN <a href="#">SECTION 5.2.1</a> ; <i>Intrastate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN <a href="#">SECTION 5.2.2</a> (For intrastate Alaska, use

Record Field	Maximum Positions	Positions	Contents
			SERVICE AREA CODE IN <b>SECTION 5.2.1)</b> <b>International:</b> For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN <b>SECTION 5.2.2 and 5.3</b>
Separator	1	24	Use a comma ( , )
Transportation Percentage	4	25-28	<b>Domestic including Alaska and Canada :</b> For Tender Identifiers 01,02,03,04 - Bottom Line Discount: Enter the Bottom-Line Discount being offered; for example: 0045 (45%) <b>International:</b> For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	29	Use a comma ( , )
Category 1 Vehicle	6	30-35	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle less than 300 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	36	Use a comma ( , )
Category 2 Vehicle	6	37-42	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle between 300–800 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	43	Use a comma ( , )
Category 3 Vehicle	6	44-49	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle over 800 cubic feet; example: 000975 (\$975); 003900 (\$3900)
Separator	1	50	Use a comma ( , )
Storage-in-Transit (SIT) Percentage	4	51-54	<b>Domestic:</b> For Tender Identifiers 01,02,03,04- SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%) <b>International:</b> For Tender Identifiers 05,06,07,08- SIT Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	55	Use a comma ( , )
Accessorial	4	56-59	<b>Domestic:</b> For Tender 01,02,03,04 - Accessorial Discount: ZERO FILL; example: 0000 <b>International:</b> For Tender Identifiers 05,06,07,08: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	60	Use a comma ( , )
Unaccompanied Air Baggage (UAB)	4	61-64	<b>Domestic:</b> For Tender Identifiers 01,02,03,04- <b>Applies to Alaska shipments only:</b> Enter the UAB percentage being offered; for example: 0045 (45%). For all points <b>except Alaska</b> ZERO FILL; example: 0000 <b>International:</b> For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for

[illegible]

1. **Rate Edit Criteria:** The following is a list of the rate edit criteria that GSA uses during the review and validation of carrier rate submissions to insure that the requirements as provided in this request are met.

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( 40% offered discount means 60% of the rates/charges in the GRT; 100% offered discount means zero (0)% of the rates/charges in the GRT or no charge for the service)

- X – Records that don't contain valid rates for Domestic Non-Alaskan Routes
- Y – Records that don't contain valid rates for Domestic; Alaskan Routes
- Z – Records that don't contain valid rates for International
- AA – Suspect Alaskan records with auto rates > \$20,000
- AB – Suspect Alaskan records with auto rates < \$5.00 (AK should be flat rate vs. cents per mile)
- AC – Suspect records auto rates < \$0.30
- AD – Not within the Participant's Approved Scope of Operation
- AE - Suspect records – Domestic Rates Discounted over 60%

2. International Discounts:

- (a) 40% offered discount means 40% of the baseline rate;
- (b) 100% offered discount means 100% of the baseline rate;
- (c) 115% offered discount means 115% of the baseline rate or 15% more than the base line rate.

3. If you submit a percentage of all zeros, this will be considered a rate related deficiency ([Section 1.1.6](#)).

4. If you submit an offer for the household goods shipment, either domestic and/or international, you MUST submit an offer for the UAB, POV, and accessorial ([Section 2-7.3](#)):

- (a) All vehicle rates must be non-zero
- (b) UAB: Domestic, including Canada, is zero (0);  
International, and Alaska, must be non-zero
- © All SIT must be non-zero
- (d) Accessorial; Domestic, including Canada, is zero (0);  
International and Alaska must be non-zero